



INTERNSHIP POSITION DESCRIPTIONS

The **Las Vegas Gladiators** Organization is a great place in the city of Las Vegas to get a start on an exciting career. Our interns have gone on to become successful in the sports entertainment industry.

Our organization has multiple objectives established to provide vital educational experiences for interested individuals:

1. To provide sports education and sports management students with a broad exposure to the Sports entertainment industry in general and more specifically to address the issues, opportunities and programming related to Arena Football;
2. To provide a professional work experience to college students with high expectations to college students interested in pursuing sports-related careers;
3. To provide successful interns with access to valuable future employer opportunities and assistance in determining personal career goals; and,
4. To provide the Las Vegas Gladiators, a member of the Arena Football League with, talented, driven and knowledgeable individuals to assist in the overall mission and implementation of our revenue, community advocacy, communications/marketing, franchise development, promotions, and education programs.

LOCATION:

Interns will work in the front office at 1580 E Desert Inn Road, First Floor with main cross streets: Maryland Parkway and Eastern Avenue. Interns may also have traveling responsibilities due to department placement to the team training facilities at Sam Boyd Stadium

COMPENSATION:

This internship is a non-paying position but is directly tied to an academic assessment and assignment of a rubric based evaluation of performance.

HOUSING:

The Las Vegas Gladiators does not provide housing for interns; however, upon acceptance to the program, efforts will be made to assist in locating housing and investigation of all possibilities through family, friend, and other networks.

DUTIES:

Half of your day will be spent acting at the Las Vegas Gladiators team Administrative Assistant, answering our phone lines, correspondence, record maintenance, and referring clients to sources of information. The other half of your day will be spent working in the team department you have been selected/assigned. Please read the department descriptions below; this is in addition to mandatory Game Day Operations. **NOTE: All Interns are required to sign a Confidentiality Agreement upon acceptance of the extended invitation to become a member of the Las Vegas Gladiators Arena Football Organization.**

COMMITMENT:

Interns must commit to the Las Vegas Gladiators for a minimum of 16 weeks or the length of the intern's school semester. Interns are expected to work a minimum of 20 hours per week. There may be alteration to this schedule based on Game Day Operations in which an intern may exceed the minimum.

Fall internships run from mid-September to December, interviews are usually conducted during July but are open to change due to season scheduling. Spring internships run from January to early June with interviews conducted November through December. Summer internships run from early June to late August and interviews are usually conducted during March. The Las Vegas Gladiators organization has experienced great success, in part because our employees enjoy what they do. They work hard and have a commitment to teamwork. To achieve this success however, the assistance of interns is vital. While gaining help from students during their internships, we offer an excellent experience to the student. Nine departments are available to students looking for exposure to this industry. While with our organization, the student gains experience in the Arena Football League. Former interns have moved on to other sports teams or league offices. Based on organizational needs and openings, we have hired individuals who exceeded expectations during their internship. The following is a brief description of each of the departments for which we accept interns.

Department: Corporate Marketing & Promotions

Principal objective - To assist the corporate sales department with all phases of client-sponsored game day promotions and activities. Promotion coordination duties include: Attending promotional events in the Las Vegas Gladiators Road Warrior promotional truck. The intern will serve as a liaison between the Corporate Sales and Promotions/Game Operations department. Marketing coordination duties will include: distributing collateral materials and presentation pieces, direct mail campaigns, sponsor events, and selling season tickets at specified events.

Requirements - The availability to work afternoons and evenings on game days. Availability to assist with special marketing projects as assigned. Keen organizational skills are important, as are above-average writing and communication skills. Basic computer skills and an outgoing personality are required.

Department: Group Ticket Servicing

Principal objective - To assist the ticket services database coordinator with the daily operational needs of the group ticket sales department. The intern will be responsible for group ticket sales data entry and the maintenance of sales information on the database. Responsibilities also include the mailing of group tickets and requested information as well as the implementation of special marketing and promotions projects as assigned. On game nights, this person will serve as a customer service representative of the Gladiators and assist with the group raffle drawing and prize distribution.

Requirements - Good organization skills, strong attention to detail, task-oriented. Good computer skills and an understanding of basic sales and marketing procedures, along with good written and oral communication skills. Must be available to work game nights.

Department: Group Ticket Sales

Principal objective - To prospect and cultivate new group sales for the Gladiators. To assist in the development and implementation of theme nights designed to generate ticket sales. The intern will be responsible for scheduling meetings with prospects and creating new and innovative ways to attract non-traditional groups. Candidates are eligible for commission during the duration of this internship.

Requirements- A strong focus to work in the field of sports entertainment and ticket sales. An outgoing personality, good people skills and great attention to detail are excellent qualities for consideration. The ideal candidate will have good organization and communication skills and a basic understanding of fundamental sales and marketing procedures. Telemarketing experience is helpful. Must be available to work game nights.

Department: Community Relations

Principal objective - To assist with the daily operations and implementation of community relations programs which include (but are not limited to): mascot appearances, charitable donation requests, front office staff, coaching staff, players, and dance team member appearances in the community, development of team-specific activities for youth, and general team-related marketing initiatives. The intern will also assist with the development of miscellaneous community projects as well as attend events/board meetings as assigned by the Director of Community Relations. A significant research component is also connected to this internship.

Requirements- Strong organizational skills, attention to detail, flexibility, creativity, comfort in dealing with the public. Strong variation in computer technology is necessary. Reliable transportation is also required.

Department: Marketing - Promotions/Game Operations

Principal objective - To assist the Director of Operations. This position will include various marketing, promotions and game operations duties including, but not limited to: talent transportation and accommodations, implementing on-ice/field and in-arena promotions and various other day-to-day duties as needed.

Requirements- Preferably working toward a degree in sport management or administration with a strong desire to work in the field of sports. The ideal candidate will possess a strong work ethic, above average computer skills and a keen attention to detail. Must have reliable transportation.

Department: Media Relations

Principal objective - Assist in the creation and editing of all team publications including media guides and press releases. Compilation and distribution of all team-related press clippings. Game night responsibilities include media hospitality and the distribution of credentials and game notes to the media.

Requirements - Must be able to work well in a timed, high-pressure environment. Good organization skills and a strong attention to detail are important. Basic computer knowledge and skills are necessary. Must have excellent written and oral communication skills. Must be available to work game nights.

Department: Computer Systems/Help Desk (Administrative Assistant)

Principal objective - The position will be responsible for help desk and network administration duties. The intern will gain experience in network server and client configuration, instructional course design, and personal interaction skills with one of the areas most dynamic and rapidly growing organizations.

Requirements - Applicant should be familiar with PC based word-processing and spreadsheet programs. Some networking experience is desired but not necessary. Must be interested in learning about networking and e-mail systems in a diverse modern business setting.

Department: Equipment Management

Principal objective - The position will be responsible for help with day to day operations within the equipment department. Intern would be under the direction of the head equipment manager. Work assignments will be based on hours available.

Requirements - Weekend hours will be needed and intern is required to work every home game. Days will be rotated based on the established team schedule or training camp.